



LOTTERY & EDUCATION TELECOMMUNICATION SERVICES
P.O. BOX 480, 205 JEFFERSON STREET
JEFFERSON CITY, MO 65102
PH: 573-751-2721 OR TOLL FREE: 1-877-628-1678 FAX: 573-526-6793

DUPLICATION REQUEST

DATE	DATE NEEDED	DEPARTMENT	DIVISION
SECTION	CONTACT PERSON	TELEPHONE NUMBER	
ADDRESS (INTERAGENCY)			

JOB SPECIFICATIONS

PROJECT/VIDEO NAME	PROGRAM LENGTH
FORMAT OF MASTER SUBMITTED TO LETS <input type="checkbox"/> VHS <input type="checkbox"/> DVD <input type="checkbox"/> CD <input type="checkbox"/> BETACAM-SP <input type="checkbox"/> DVC PRO <input type="checkbox"/> MINI-DV <input type="checkbox"/> U-MATIC <input type="checkbox"/> OTHER _____	TOTAL NO. DUPLICATES

	INDICATE NO. NEEDED OF EACH	SPECIAL INSTRUCTIONS/LABELING REQUESTS
VHS		
DVD		
CD		
BETACAM SP		
DVC PRO		
MINI-DV		
U-MATIC SP		
OTHER		

SIGNATURE:	DATE
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This signature authorizes LETS to perform and invoice for the services requested

LETS USE ONLY
Project No.:
Billed: <input type="checkbox"/> Date: